

# St. Catherine's Academy

**Mission:** St. Catherine's Academy, a Catholic school with a military tradition, builds within young men a foundation for success through a formation program, rooted in the Dominican Charism, which emphasizes faith, leadership, academics, and service.

Founded in 1889, St. Catherine's Academy, a private resident/day school, builds within young men a faith-filled foundation for success, rooted in the Catholic, Dominican tradition. Academics are based on curriculum standards and are focused on the unique learning styles of boys. Opportunities for service to the community, and a military tradition dedicated to leadership, honor, and self-discipline create a well rounded approach. St. Catherine's Academy strives to partner with parents while offering a strong academic program suited for the individuals through the differentiated approach in grades transitional kindergarten through eight.

## **Advancement Director**

St. Catherine's is in a very exciting phase in its Development/Advancement initiatives and seeks an enthusiastic, collaborative Advancement Director who is interested in growing the program. With new leadership coming into a highly successful Development/Advancement program building on many years of fundraising innovation and success, this new position will be primarily responsible for executing three key areas of the annual development effort: the day-to-day operations and growth of the annual giving program, development events, and database management.

This is a full-time, exempt position reporting to the Administrator/Principal.

## **Key Responsibilities**

### ANNUAL FUND

- Oversee and evaluate a comprehensive annual giving program to reach financial goals set by the Administration and Team and produce annual fund appeals
- Set communications schedule and calendar
- Researches foundations and corporate sources
- Create distribution lists; manage campaign materials and mailings including mail merges, letters, pledge forms, and distribution of hard copies and email campaigns
- Prospect research and reporting; work to identify major donor prospects and collaborate on solicitation strategies; cultivate, solicit and follow up with donors
- Establishes and builds relationships with a wide range of alumni, locally, nationally and internationally; maintains regular communication with alumni via direct contact, email blasts and alumni tours

- Responsible for gift tracking and reporting
- Process and acknowledge all gifts in a timely manner

## EVENTS

- Assist in organizing, executing and evaluating a variety of annual Development events
- Create both printed and electronic invitations, track RSVPs and name tags
- Collaborate with Executive Assistant and Director of Marketing on budgets, catering, set-up and break down
- Attend all events
- Data Entry

## OTHER DUTIES

- Provide support as needed to the Parent Event Committees and Development Committee  
- Attend meetings as required
- Prepare reports for Board of Directors meetings
- Facilitate goals as outlined in the Strategic Plan
- Some nights and weekends may be required; possible travel

## QUALIFICATIONS

- Bachelor's Degree
- Experience preferable in an educational or nonprofit setting
- Excellent communication, writing and presentation skills; with the ability to communicate effectively and relate well to students, parents, faculty, staff, and other constituents
- Proficiency with MS Office and graphic design programs
- Ability to manage highly sensitive personal information with confidentiality
- Ability to work independently and take initiative to meet deadlines in a time sensitive environment with attention to detail and accuracy
- Comfortable in a Christian Religious environment
- Demonstrated flexibility, collaborative approach, and sense of humor

## BENEFITS

- St. Catherine's offers a competitive salary and benefits, including medical, dental, vision, life insurance, 401(k), vacation and sick time

Interested parties may apply by sending a resume and cover letter to Katherine Borrelli via e-mail to: [katherineborrelli@gmail.com](mailto:katherineborrelli@gmail.com)